**Region 10**

**Missouri Association**

**Family Career and Community Leaders of America Bylaws**

**Revised 2004**

**Article I – Name and Purposes**

**Section A.**

The name of the organization shall be Region 10 of the Missouri Association of the Family, Career and Community Leaders of America, Inc. The name shall only be used by the National Organization, State Association, or affiliated chapters.

**Section B.**

The Purposes of this organization shall be as follows.

1. To provide opportunities for personal development and preparation for adult life.
2. To strengthen the function of the family as the basic unit of society.
3. To encourage democracy though cooperative action in the home and community.
4. To encourage individual and group involvement in helping achieve global cooperation and harmony.
5. To promote greater understanding between youth and adults.
6. To promote opportunities for making decisions and for assuming responsibilities.
7. To prepare for multiple roles of men and women in today’s society.
8. To promote Family and Consumer Sciences, Family and Consumer Sciences careers and related occupations.

**Section C.**

The mission of Family, Career, and Community Leaders of America is to promote personal growth and leadership development through Family and Consumer Sciences. Focusing on the multiple roles of family member, wage earner, and community leaders, members develop skills for life through – character development; creative and critical thinking; interpersonal communication; practical knowledge; and vocational preparation.

**Article II – Organization**

**Section A. Active Membership**

Any student who is taking or has taken a course in Family and Consumer Sciences or Family and Consumer Sciences related occupation through grade 12 is eligible for active membership in an organized chapter within the school. Active members shall be eligible to hold office, make motions, and vote.

**Section B. Honorary Membership**

Any individual, whose professional responsibilities are not directly tied to Family, Career and Community Leaders of America, who has helped to advanced to Family and Consumer Sciences program or has rendered outstanding service to Region 10 of the Missouri Association of Family Career and Community Leaders of America, may be elected to honorary membership by a majority vote of the executive council. Honorary members have the privilege of attending all meetings of the organization, but have no vote.

Nominations for honorary membership in Region 10 may be submitted to the executive council by any local advisor, or chapter member of an official application form.

**Section C.**

New chapters may become members of the Region 10 if the Missouri Association of the Family Career and Community Leaders of America upon affiliation with the state and national organizations, submitting an affiliation forms the region and submitting payment of the appropriate state, national and regional dues. State and national dues are submitted to state headquarters; regional dues are submitted to the regional treasurer. Newly affiliated chapters shall submit a copy of the chapter bylaws, names of chapter officers, and the name of the advisor to the regional parliamentarian for review of compliance with regional, state, and national bylaws.

**Section D.**

Active members shall be eligible to hold regional offices, make motions, and vote.

Active members shall:

1. Attend a majority of local chapter meetings.
2. Participate in the activities of the chapter.
3. Pay regional dues regularly.

**Section E. Alumni and Associate Membership**

Former active members and other adult who share the goals and purposes of Family, Career and Community Leaders of America and its programs and who wish to support the continuing development of FCCLA/HERO youth shall be eligible for Alumni and Associate membership. Members of Alumni and Associates shall be not eligible to hold office, make motions, or vote.

**Article IV – Advisors**

**Section A. Regional Advisors**

1. It shall be the duty of the regional advisor (advisor of the regional president) to give leadership to regional officers and advisors, and consult with the state advisor in the administration of the regional association. The regional advisor shall serve as a member of the regional executive council and advisor board; authorize payment of bills approved by the executive council, and shall perform other duties designated by the state advisor. The regional advisor shall send the state advisor a copy of the regional bylaws and keep the state advisor duly informed of all regional activities.
2. The regional advisor shall serve a term of one year beginning and ending duties at regional installation.
3. The regional advisor will responsible for organizing training of new chapter officers.

**Section B. Assistant Regional Advisor**

1. It shall be the duty of the assistant regional advisor (advisor to the immediate past regional president) to assist the regional advisor in the administration of the regional association.
2. The assistant regional advisor shall serve a term of one year beginning and ending duties at regional installation.

**Section C. State Executive Council Advisors**

1. It shall be the duty of the State Executive Council Advisors (advisors to the region’s State Officer, National Officer, or National Officer Candidate, and National Network Member) to assist the state officers in carrying out their duties and responsibilities and other duties designated by the State Advisor.

**Section D. STAR Events Advisor**

1. It shall be the duty of the Advisor of the Regional First Vice-President to assist with STAR Events on the regional and state level.

**Section E. Adults**

1. Adults shall not vote nor hold an office except as members of the Advisory board.

**Article V-Officer Representative Qualifications and Duties**

**Section A. Officer Team**

1. The regional officers shall be:
   1. President
   2. First Vice-President
   3. Second Vice-President
   4. Secretary
   5. Treasurer
   6. Historian
   7. Reporter
   8. Parliamentarian
   9. Recreation Leader
2. The representatives shall be:
   1. Male
   2. Middle School/Junior High School
   3. One representative from any affiliated chapter without a Regional, State, or National Officer.

**Section B. Qualifications**

1. Regional President, vice president, secretary, and treasurer: have completed at the time of candidacy at least one semester of Family and Consumer Sciences instruction at the seventh grade level or above and be currently enrolled of have completed at the time of candidacy at least one year of Family and Consumer Sciences at the seventh grade level or above. Middle School/Junior High representatives must have completed or be currently enrolled in a Family and Consumer Sciences course.

Regional reporter, parliamentarian, and other officers deemed necessary by the regional association: have at the time of candidacy at least one quarter (9 weeks) of Family and Consumer Sciences instruction.

1. Be an active member of an FCCLA chapter affiliated at the regional, state, and national levels (Refer to Article X, Section A, 1.)
2. Have held a responsible position at the chapter level. (For example: Chapter officer, committee chairperson)
3. Have completed or are presently working toward completion of a Power of One project.

**Section C. Duties**

All duties shall be carried out by the newly elected officers immediately following officer installation.

President:

It shall be the duty of the Regional President to preside at all meetings of the region and to appoint the committees of the region and serve as ex-officio member of the committees. In the absence of any Regional Executive Council member the Regional President shall appoint another Regional Executive Council member to fulfill the duties of the absent Executive Council Member.

First Vice-President

It shall be the duty of the Regional First Vice-President to preside in the absence of the Regional President, promote Power of One, organize Regional STAR Events, and assist with State STAR Events.

Second Vice-President

It shall be the duty of the Regional Second Vice-President to coordinate installation and to succeed the First Vice-President in his/her absence and other duties as determined by the region.

Secretary

It shall be the duty of the Regional Secretary to keep a record of all proceedings at all regional meetings and to take care of all necessary correspondence. Copies of all correspondence and minutes shall be sent to state and regional advisors.

Treasurer

It shall be the duty of the Regional Treasurer to keep an accurate account of all regional finances and to submit a proposed budget at the Regional Executive Council Meeting. All disbursements are to be approved by the regional advisor. A qualified local person shall make a financial audit at the end of the term of the office and before the annual state meeting. The treasurer will submit an end-of-the-year financial report.

Historian

It shall be the duty of the Regional Historian to compile an annual type written summary of the activities of historic importance to the region. A scrapbook shall be compiled and displayed at all regional activities.

Reporter

It shall be the Regional Reporter’s duty to collect news from local chapters and submit this to the state connection team member. News of all regional activities shall be submitted to the Teen Times and state and regional advisors. He/she will act as an area media contact for promotion of regional activities.

Parliamentarian

It shall be the duty of the Regional Parliamentarian to chair the regional bylaws committee when revisions are needed and rule on points concerning parliamentary procedures during business meetings.

Recreation Leader

It shall be the duty of the Regional Recreation Leader to provide group singing and relaxers at all regional meetings.

**Section D. Qualifications of State Officers**

See State Bylaws

**Section E. Qualifications of National Officers**

See State Bylaws

**Article VI- Executive Council and Duties**

**Section A.**

The regional Executive Council shall be composed of the Regional officers, State officers from this region, and National Officer/National Network Member candidate elected within the region. A male and Middle School/Junior High Representative may be appointed by the Regional Executive Council as “Representatives” if not elected as an executive council member.

**Section B.**

The duties and responsibilities of Regional Executive Council shall be:

1. To determine policies and procedures
2. To determine what business shall be brought before the regional meeting
3. To make plans for regional meetings
4. To approve the year’s budget and approve disbursements of regional funds
5. To assist with the Regional Screening process
6. To provide leadership training activities for regional members
7. To conduct all necessary business.

The regional executive council shall have the authority over the region subject to regulations and bylaws as may be adopted by the region in accordance with the bylaws of the state association.

**Section C.**

Responsibilities of the National Candidate/National Network Member will be to promote membership on the regional level.

**Section D.**

Adults shall not vote or hold office except as members of the Advisory Board.

**Article VII- Advisory Board and Duties**

**Section A.**

There shall be a Regional Advisory Board to advise the Regional Executive Council.

This shall be composed of:

1. The Regional Advisor who shall serve as a chairperson and appoint other members as necessary.
2. The Assistant Regional Advisor (Advisor to the immediate past regional president)
3. The Advisor to the Regional First Vice-President

Duties and responsibilities of the Advisory Board shall be:

1. To serve in an advisory capacity to the Executive Council
2. To assist in determining procedures and policies
3. To advise with the local advisors on the work of the organization

**Article VIII- Dues and Finances**

**Section A.**

The dues shall be proposed by the Regional Executive Council on a basis of a budget submitted and approved by the majority present at the Regional Executive Council Meeting. Change in regional dues is subject to majority vote of delegates at the annual regional business meeting. Regional dues shall be paid on or before the regional meeting for those in attendance.

**Section B.**

Region 10 will pay Leadership Unlimited expenses for Regional President not exceeding $60.

**Section C.**

Region 10 will pay $350 of the National Meeting expenses for the Regional President, State Officer, and National Candidate/National Network Member.

**Section D.**

Each STAR Events participant in Regional STAR Events shall submit a $10 entry fee. After STAR Event expenses have been paid the remaining funds will be sent to the Regional Treasurer to assist STAR Event participants at the National Leadership Meeting. Region 10 will reimburse each STAR Event participant after completing all requirements of their event during National FCCLA meeting up to $250 dependent upon the availability of STAR Event funds.

**Article IX- Meetings**

**Section A.**

A parliamentary procedure workshop will be held after installation and before Spring Planning Meeting. All new officers are required to attend.

**Section B.**

Region 10 Executive Council will hold a planning meeting in the strong to plan for the year’s events.

**Section C.**

Region 10 shall hold an annual Officer Leadership Training Workshop in the fall. This may be combined with the annual Regional Meeting.

**Section D.**

Region 10 shall hold an annual meeting in the fall. The time and place shall be determined by the Regional Executive Council with the approval of the Regional Advisor and the State Advisor.

**Section E.**

The rules found in the Robert’s Rules of Order, shall govern the association in all cases to which they have application and in which they are in agreement with the bylaws.

**Article X**

**Section A.**

The bylaws may be amended by a majority vote of the affiliated chapters returning their ballot under the following rules.

1. Amendments may be submitted to the Regional Advisor by any chapter for review by the Regional Executive Council.
2. A committee appointed by the regional president and chaired by the parliamentarian shall review and assemble the proposed changes from all chapters in the region.
3. Recommendation of the committee shall be presented to the executive council.
4. The regional advisor, with the regional executive council and advisory board, may propose further amendments.
5. The regional parliamentarian shall submit proposed amendments to the chapters for their official vote.
6. The bylaws will go into effect immediately upon approval.

**Article XI- Elections of Officers**

**Section A. Election Responsibility**

The regional president and regional advisor will be responsible for planning and conducting an election after January 2 and before March 1 following the rules set forth in the bylaws.

**Section B. Officer Qualifications**

The region will elect nine Regional Officers, One State Vice-President, One National Officer or Network Member candidate. One Middle School/Junior High Representative, one male representative will be appointed as Representatives, if they have not been elected to office.

**Section C. Number of Officer Candidates**

1. Each affiliated chapter (a chapter which has paid current dues to regional, state, and national FCCLA organizations) will select no more than three candidates for either Regional, State, or National Office. No chapter may run more than three officer candidates for any office. Middle School, Junior and Senior High Chapters from the same school should coordinate efforts between their local chapters, as no chapter shall hold more than three offices.
2. The National Candidates may seek the position of the National Officer representing Members at Large, National Officer Representing Regional Membership, or National Network Member. The final election of State President and National Officer Candidate will be conducted at the Annual State Membership Conference by the assembly of voting delegates.

**Section D. Officer Candidate Qualifications**

1. Regional President, vice president, secretary, and treasurer: have completed at the time of candidacy at least one semester of Family and Consumer Sciences instruction at the seventh grade level or above and be currently enrolled of have completed at the time of candidacy at least one year of Family and Consumer Sciences at the seventh grade level or above.

Regional reporter, parliamentarian, and other officers deemed necessary by the regional association: have at the time of candidacy at least one quarter (9 weeks) of Family and Consumer Sciences instruction.

1. Be an active member of an FCCLA chapter affiliated at the regional, state, and national levels (Refer to Article X, Section A, 1.)
2. Have held a responsible position at the chapter level. (For example: Chapter officer, committee chairperson)
3. Have completed or are presently working toward completion of a Power of One project.
4. Submit a completed qualification sheet for EACH office sought (National, State, and Regional) to the Regional President, postmarked no later than the date indicated by the advisor in the screening mailing.

**Section E. Pre-Election Procedures**

1. The regional advisor will check to see that the candidates meet all qualifications set forth in these bylaws. The Regional advisor will notify a candidate if they are ineligible so changes may be made before the deadline.
2. The qualified candidates’ forms will be mailed to the other chapters at least two weeks prior to screening.

**Section F. Voting Delegates**

1. Each affiliated chapters is entitled to vote as follows:
   1. 1-49 members: 1 vote
   2. 50-99 members: 2 votes
   3. 100-199 members: 3 votes
   4. 200 or more members: 4 votes

No chapter may cast more than four votes. Regional Officers, State Officer, National Officer or National Member Candidate will serve as a voting delegate for their local chapter.

1. The regional treasurer shall take membership record to the screening/election meeting and cooperate with the parliamentarian to register voting delegates as they arrive. Voting delegates will be registered and given a badge of identification.

**Section G. Candidate Screening**

Officer candidates must attend the screening/election meeting and be prepared to give a speech (maximum 2 minutes) concerning FCCLA using no visible props (note cards are acceptable). A fact and thought question will be asked to each candidate. A written test will be given to all candidates. The regional president, regional advisor or state officer from a different Missouri region will prepare the test.

**Section H. Election Procedures**

1. Candidates will present speeches, alphabetically according to candidate last name.
2. The election shall proceed from National office, to State office, to Regional offices.
3. A member is eligible to compete for a state or regional office if defeated for national candidate. A member is eligible to compete for regional office if defeated for State Vice-President. However, the candidate must have indicated all the offices they wish to run for on their qualification forms.
4. The delegates will be given ballots to vote at the conclusion of speeches/interview questions for each level of offices-national, state, and regional. Ballots must be completed in full in order to be considered valid. After the ballots are cast for an office, the selected officer(s) shall be announced. A copy of this tally showing votes cast for each candidate should be given to the new regional advisor to keep in their files to be used in case of an officer vacancy.
5. Following the elections of the national and state candidates, election will then be held for regional president, regional first vice-president, and regional second vice-president.

Following the Regional president candidate speeches and answers to interview questions, voting will take place and the person receiving the highest number of votes will be president, next highest-first vice-president, and third highest will be second vice-president.

No chapter may hold both presidential and vice-presidential offices due to the responsibilities involved. In case a school receives the most votes for both offices, the vice president will not hold that office. They will still be eligible to run for other offices.

In the event that candidates running for president number less than three, the vice presidents will be selected by voting delegates from the remaining newly elected regional officers by simple majority vote.

1. Those candidates not elected to president, first, or second vice-president may then step down and run for regional office. Election of the remaining six regional offices will take place with each candidate giving their speech and answering the interview questions.

The remaining six regional officer positions will be determined by the voting delegates, according to the officer sought by the newly elected officer candidates. At this time newly elected officers will state their qualifications for the desired office. After determining six Regional Officers newly elected officers will choose their desired office according to the number of votes received for each candidate highest to lowest. Test scores will determine ties. In the case of second tie, refer to the voting delegates.

1. One Middle School/Junior High and one male representative may be appointed by the executive council members. Representatives will not wear a Region 10 uniform not sit facing delegation.

**Section I. Regional Representatives**

Each chapter without a regional officer may have a regional representative. The representative will have the right to vote on issues before the council. Representatives will not wear a Region 10 uniform.

**Section J. Transfer of Office Materials**

The retiring officers and teacher advisors will bring all record and books to the regional installation. They will present them to the newly installed officers at this time with the exception of the treasurer, which will be transferred at the state meeting.

**Section K. Length of Officer Responsibilities**

1. The responsibilities of regional officers and regional advisors shall continue until regional installation.
2. The newly elected regional officer will begin their duties at regional installation. Before the Executive Council Spring Planning Meeting the newly elected Regional President will be responsible for organizing a Parliamentary Procedures Workshop that must be attended by all newly elected officers.

**Section L. Required Meetings and Appeal Procedures**

1. Region 10 Family, Career, and Community Leaders of America (FCCLA) Executive Council will be responsible for attending the following meetings:
   1. Parliamentary Procedure Workshop (Spring)
   2. Executive Council Planning Meeting (Spring)
   3. State FCCLA Leadership Conference (Spring)
   4. Officer Workshop (Fall)
   5. Regional Meeting (Fall)
   6. Officer Screening (January)
   7. Installation (January)

Regional President, State and National officers are expected to attend Leadership Unlimited and National Leadership Conference (July).

1. If an officer cannot attend the required meeting, they must submit a type written explanation before the meeting (if possible) to the Regional Advisor. The Regional Advisor will forward the correspondence to the Regional Officers along with a secret ballot as to whether the officers feel the absence is justifiable. An officer may be removed from his/her office by a simple majority vote of the executive council.

**Section M. Region 10 Uniforms**

1. The Region 10 uniforms will consist of the Missouri Association of Family Career and Community Leaders of America official blazer. Newly elected officers will choose remaining components.
2. Only formally elected Executive Council Members may wear the official Region 10 uniform (this excludes representatives).